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Approved For Release 2000/08/27 : CIA-RDP75-00662R000100070037-7

MEMORANDUM TO: Chief, Plans and Policy Staff, ORE

SUBJECT: The Transfer of the ICF Operations from Foreign Documents Branch, OO, to Reference Center, ORE

REFERENCE: (1) Memorandum for Management, dated 28 May 1947, Subject Transfer of SDS and GMDS; Allocation of Functions Within CIG

1. The Foreign Industrial Register of the Reference Center, ORE, has been setting up internal operational procedures, techniques for processing information to be received from contributing agencies, codes and codes systems for "translating" information from the industrial cards into appropriate numerical designations for incorporation into machine cards, and methods of recording, processing and duplicating wherein they are to become a part of the Foreign Industrial Register operations.

2. These considerations and plans have been under way since the decisions which were reached in May and June indicated that it was appropriately the function of the Foreign Industrial Register to carry out this type of operation in and for CIG and the member agencies.

3. In June, the Foreign Industrial Register consisted of three staff members, one P-1, one CAF-11, and one CAF-9. That is still the total staff on duty. Immediate action was taken in June to procure sufficient staff to cope with the ICF program. The actual facts in the case are that four individuals who were interviewed and selected during June and July and whom it was fully anticipated would be entered on duty in the Foreign Industrial Register before the first of October did not have their papers sent forward from CIG for investigation until August and September. Under these existing circumstances, it is obvious there is only a bare possibility that the first of these individuals may be brought into the Foreign Industrial Register by the first of October. This would bring the total to four individuals in the Foreign Industrial Register at that time. It is anticipated that four additional individuals will be cleared on or about the first of November thus bringing the staff to eight.

4. I have attached a 17 September memorandum received from Mr. Nielson of the Foreign Industrial Register. Although Mr. Nielson and others of the Foreign Industrial Register had visited the Foreign Documents Branch on numerous occasions checking on details of the operation, this was the first meeting at which real estimates were

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- 2 -

given. Although, as indicated in the attached memorandum, FDB is using 11 people on this work, it should be understood that the professional personnel and two of the clerks are working only part time on this ICF activity. It is believed that it would require eight individuals with some guidance for a continuing period after the transfer to carry on the ICF functions as they now stand.

5. The internal procedures prepared by Foreign Industrial Register's staff, as indicated in paragraph 1 of this memorandum, are in conformity with procedures now in operation in the Foreign Documents Branch and will allow the Foreign Industrial Register to maintain and operate the industrial card file as stipulated in paragraphs 1 and 2 of l. e. of Appendix II in Reference (1). These two paragraphs indicate the operation as carried out under the former Special Documents Section at Camp Holabird.

6. In determining the time at which the Reference Center can take over the industrial card file program and assume the appropriate responsibilities thereto, the above information must be taken into consideration. The following proposals are submitted as possibilities for carrying out the final transfer of appropriate ICF materials and responsibilities from the Foreign Documents Branch, OO, to the Foreign Industrial Register, Reference Center, ORE.

- a. The industrial card files are to be transferred to FIR on 1 October 1947. This transfer must be accompanied by the temporary detail of one professional person and the transfer of two clerks from FDB to FIR. In order to fully cope with the ICF responsibilities, other clerical assistance will be rendered from other units within the Reference Center until the full staff of the Foreign Industrial Register needed for handling industrial cards has entered on duty.
- b. The industrial card files are to be transferred to FIR without the transfer of any clerical personnel on 1 October 1947. Since the Reference Center does not have sufficient clerical personnel to detail to FIR for the appropriate carrying out of the responsibilities entailed in processing the ICF functions, the overall operation and the resultant output to the participating agencies would be drastically curtailed.
- c. The industrial card files are to be transferred to FIR from FDB on 1 November 1947. If the transfer is established as of this date, the Foreign Industrial Register can, according to all present indications, continue the activities of ICF as they are now being performed by FDB with approximately the same degree of speed and efficiency.

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- 3 -

7. The Reference Center's Foreign Industrial Register is desirous of assuming the ICF program and responsibilities at the earliest possible moment. With this in mind, the Reference Center is ready to assume the appropriate ICF responsibilities in accordance with any proposal listed above or alternate proposal decided upon. It is hoped that the participating agencies will be apprised of the reasons for any production curtailments adherent to the conditions of the proposal finally agreed upon.

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Acting Chief
Reference Center, ORE

Attachment

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